



4Q Loss Prevention Event Hand Safety Week

Manager and Supervisor Engagement

Response Needed by Sept 29!

Sept. 6, 2011

To: Richmond Refinery Managers and Supervisors

In the fourth quarter, the Refinery will be engaged in our IIF Proactive - Loss Prevention Event, focusing on Teamwork, Near Miss Reporting, and Hand Safety.

In order to promote the above themes - thought provokers will be posted on the Incident and Injury Free Website and this year work groups will be responsible for developing your own Proactive Event!

A few highlights during the 4Q!

- Week 2 - w/o October 10 – Refinery Wide Gate Handout supporting the 4Q TA and My Reason for Being Safe
- Week 3 – w/o October 17 – **Hand Safety Week** Glove Handout and **Hazard ID for Portable Power Tools**
 - Chevron Employee – Supervisor Glove Handout
 - Core Contractors – Contracting companies pick up in Central Maintenance Mail Room
 - TA Contractors – Gloves will be handed out during the weekly All Call Tent meetings
- Week 4 – 5 w/o October 24 – Create your own IIF Proactive Plan – Promoting Teamwork!
- Week 8 – w/o November 28 - Brainstorm Loss Prevention Plans for 2012 – Submit ideas to IIFLT
- Week 9 – w/o December 5 – Holiday Luncheon and Family Safety Calendar
- **1Q 2012 Week 1 – w/o January 2 – Happy New Year! And prepare for Loss Prevention Week!**

In order to move forward with our proactive event we'll need some help from you!

1. Please provide your Work group or Crew Glove Sizes to Dina Johnson by Sept. (see worksheet below). During the week of October 17, 2011, the IIFLT will be providing supervisors with a pair of gloves for each of their direct reports – which will be available in IPC starting on October 10. Contract Partners will receive their gloves from their own company supervisors 1) Core Contractors - CNT MNT Mailroom or 2) Travelers - Turnaround Handout at the Lunch Tents.
2. Walk About with Intent. In order to support the Turnarounds, the IMPACT group would like your support for their Walk About with Intent – Field Walks. We are asking that supervisors and managers

sign up for at least one (1) WAWI over the duration of the Turnaround (covering both day and nights). ***Please use the sign-up sheet provided by the IMPACT team found below.*** Walk About with Intent Instructions are available for you and you will be meeting with a Red Hat for the WAWI.

[Walk About with Intent - Sign Up Sheet](#)

Incident and Injury Free Walk About with Intent - Instructions

Incident and Injury Free Leadership Team